

## Research Assistant, Joan Mitchell Catalogue Raisonné, New York

New York City

Application deadline: May 9, 2025

Alexandra Keiser, Joan Mitchell Catalogue Raisonné

The Joan Mitchell Catalogue Raisonné project (JMCR) was established in 2015 to research Mitchell's paintings in preparation of her catalogue raisonné. This long-term research project will result in a scholarly publication documenting the artist's entire painted oeuvre, including entries for each painting with complete descriptive information and detailed histories of ownership, exhibitions, and literature.

JOB TITLE : Research Assistant, Catalogue Raisonné

GRADE/STATUS: Full Time, Non-Exempt

REPORTS TO: Project Director, Catalogue Raisonné

EFFECTIVE DATE: April 2025

HIRING SALARY RANGE: \$55,000 – 65,000 per annum

### POSITION SUMMARY

Working in collaboration with the catalogue raisonné project director and team, the Research Assistant assists with fact-checking, data entry, and cataloging of Joan Mitchell's paintings. The Research Assistant also supports the collection of research material held in archival, bibliographic, online databases and indexes, and other resources. The Research Assistant helps ensure the accurate and consistent entry of painting details into the digital research database (FileMaker Pro) and assists with both paper and digital file management. This position is hybrid in the Manhattan office (three days a week). This is a full-time position with comprehensive benefits.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with fact-checking and cataloging details of Joan Mitchell's painted works, including exhibition history and bibliography.
- Communicate closely with the project director, database manager, and team members to assist in updating and maintaining the project's research database (FileMaker Pro) and internal files.
- Assist in verifying research findings by documenting and cross-referencing information from various sources, within archives, libraries, and online databases.
- Assist with obtaining exhibition checklists, bibliographic materials, and other relevant documents from museums, galleries, auction houses, and other cultural institutions, using museum and public library catalog systems, online periodical databases and indexes (both historical and current), digital content repositories, digital libraries, and other resources.
- Consistently and accurately perform cataloging and data entry in accordance with JMCR Style Guidelines and the Chicago Manual of Style.

- In collaboration with team members, assist with administrative tasks related to the project, including updating spreadsheets and calendars.
- Actively participate in departmental and Foundation-wide planning and initiatives.
- Additional responsibilities as assigned by manager.

#### QUALIFICATIONS, KNOWLEDGE, SKILL REQUIRED

- Minimum bachelor's degree in art history, or a comparable academic field and relevant work experience and competence within the area of the catalogue raisonné interest.
- Excellent research skills in libraries, archives, and online databases, preferably with a 20th-century modernist focus.
- Comfort with relational databases, and enthusiasm for consistent and careful data entry.
- Excellent analytical skills, with the ability and methodology to maintain and communicate relevant findings effectively.
- Strong object-focused cataloging skills and meticulous attention to detail.
- Familiarity with auction house and gallery records.
- A collaborative mindset with the ability to self-direct and work independently.
- Excellent writing, organizational, and communication skills.
- Alignment with the Joan Mitchell Foundation's organizational values.
- Prior experience working on a catalogue raisonné desirable.

#### COMPENSATION AND BENEFITS

- Compensation: \$55,000 – 65,000 per annum
- Medical, Dental, Vision, Short- and Long-Term Disability, Life Insurance
- 401k + Employer match
- Generous PTO, Sick and Floating Holidays
- Commuter benefits (parking and mass transit)
- Pet insurance, group accident insurance, MetLife Auto and Home Insurance, Legal Insurance
- Behavioral Health Employee Assistance Program

Note: The salary range is based on the Foundation's approach and commitment to providing competitive and equitable compensation. The range shared is a guideline for the salary offered, which will be based on several factors including, but not limited to, the candidate's experience, special licensing or qualifications, unique skillsets, and other factors which will impact their contribution to the role and Foundation as a whole. In addition, the Foundation completes regular compensation analysis which aligns with our equitable compensation philosophy.

#### APPLICATION AND INTERVIEW PROCESS

All applications should submit a resumé and separate cover letter inclusive of salary requirements to [jobs@joanmitchellfoundation.org](mailto:jobs@joanmitchellfoundation.org).

As a part of our interview process, selected candidates will meet with prospective peers, leaders, and stakeholders who you will maintain ongoing touchpoints with. All offers of employment are subject to successful completion of reference and background checks. By submitting your resume for this role, you are affirming your submission is true and accurate as well as understand our recruiting process and the benefits offered by the Foundation.

#### ACCOMMODATIONS

The Joan Mitchell Foundation is an Equal Opportunity Employer with a strong commitment to

equity and inclusion in our organizational culture and our hiring practices. The Foundation does not discriminate on the basis of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law. The Foundation believes that commitment to principles of fairness and respect for all help create a climate that is favorable to the free and open exchange of ideas.

The Foundation proactively seeks to reach out as widely as possible in order to attract the best candidates to join the team. If you believe that you could excel in this role, we encourage you to apply even if not sure you meet 100% of our qualifications. Employment decisions are made based on an individual's qualifications to contribute to meeting the Foundation's objectives and its organizational needs. This description and potential offer shall not be construed as a contract of any sort for a specific period of employment as the Foundation recognizes employment is at will.

Although the above statements are robust and intended to describe the general nature and level of work being performed by the individual(s) hired into to this role, they are not intended to be an exhaustive list of all duties, responsibilities, and skills required. The Foundation reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, the Foundation will provide reasonable accommodations to qualified individuals in all aspects of the employment process. If accommodations are needed for the role, they can be submitted to [Humanresources@joanmitchellfoundation.org](mailto:Humanresources@joanmitchellfoundation.org).

Reference:

JOB: Research Assistant, Joan Mitchell Catalogue Raisonné, New York. In: Arthist.net, Apr 14, 2025 (accessed Apr 20, 2025), <<https://arthist.net/archive/47261>>.